



JOB DESCRIPTION

Position Title: **Plans Examiner**

Class Code: 4906

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical Work in the review of all types of construction drawings, plans, and specifications submitted to the Building Division to ensure compliance with applicable codes and ordinances.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews all plans and applications, commercial and/or residential, at the point of submission, for thoroughness and compliance with applicable codes and ordinances.

Interprets codes and explains to applicants, orally or in writing, corrections/revisions to be made to drawings or plans for compliance with applicable codes and ordinances.

Responds to questions regarding plan review.

Advises supervisor of problem areas and/or improvements that may affect service to the public.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Extensive knowledge of the methods utilized to determine compliance with various building codes and ordinances. Considerable knowledge of local laws, county ordinances, and/or State Statutes that affect the operation of the Building Division.

Ability to read and interpret major structural plans and specifications and maintain effective working relationships with design professionals. Ability to prepare clear and concise reports. Ability to verify mathematical calculations as they relate to plans and structural elements of the construction project. Ability to read and interpret blueprints and construction plans and drawings. Ability to develop and maintain effective working relationships with contractors, employees, and the general public. Ability to answer questions and/or complaints concerning construction requirements. Ability to communicate effectively both orally and in writing.

High School Diploma or GED and seven (7) years experience in a technical position in the construction industry including responsibilities for reading and interpreting all types of construction drawings.

Must meet the certification requirements for Plans Examiner as defined by Florida Statute 468.

Must maintain the continuing education requirements for certification as defined by Florida Statute 468.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a typical office setting. The incumbent typically performs job duties sitting at a desk or table or standing at a counter. Incumbents in this position are exposed to radiant or electrical energy on a regular basis. This position performs duties that require the use of tools requiring high manual dexterity.